



Executive Service Position Announcement
Emergency Management Administrator 2 – Regional Director
(East Region)

Position Description:

The Tennessee Military Department is currently accepting resumes for the position of Emergency Management Administrator 2. The purpose of this position is to serve as the Regional Director in the East Region for the Tennessee Emergency Management Agency (TEMA). This position is responsible for implementing the Tennessee Emergency Management Plan (TEMP) in support of local government during an emergency or disaster. This position supervises staff members assigned to the East Regional Office to save lives and protect property and to meet the needs of local government. Additionally, this position directs and manages all functions of the TEMA East Regional Office including the Regional Coordination Center (RCC) for coordination of disaster response and recovery operations for the assigned counties in East Tennessee.

Minimum Salary: \$44,844/annually; \$3,737/month

Individual Requirements:

The individual must be agile and adaptable. This big-picture, forward thinking person must be able to effectively manage processes; both internally and externally. Individual must be an effective communicator who gives clear instructions and establishes program direction. Individual must be organized and be able to build and maintain an organized system for maintaining critical agency files and records.

Essential Job Duties:

- Develop and maintain liaisons with municipalities, county departments, and similar entities to facilitate plan development, response effort coordination, and exchanges of personnel and equipment.
- Must demonstrate ability to establish and maintain sustainable working relationships with individuals, committees, and groups.
- Must be available at any time, including days, nights, weekends and holidays, with little to no notice, especially in times of disaster or crisis.
- Must have excellent presentation and writing skills, and the ability to organize, synthesize, and communicate complex ideas into understandable concepts for myriad audiences.

Minimum Qualifications:

Graduation from an accredited college or university with a bachelor's degree and experience equivalent to 3 (three) years of full-time experience in emergency management work, including but not limited to, response and recovery, planning, programs, operations, preparedness, or mitigation.

Or:

Experience equivalent to 7 (seven) years of full-time experience in emergency management work, including but not limited to, response and recovery, planning, programs, operations, preparedness, or mitigation.

How to Apply:

Submit your letter of interest and resume detailing your experience in meeting the above requirements for the Emergency Management Administrator 2 – Regional Director Position to:

Michael L. Meyers | TEMA Staff Services Coordinator
michael.meyers@tn.gov

Deadline to Apply: September 1, 2018